



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES June 12, 2025

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on June 12, 2025, Station 61, located at 17525 Aurora Avenue N., Shoreline, Washington, 98133.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Chief
Tyler Byers , Vice-Chair	Andres Orams , Deputy Chief (DC)
Eric Adman , Commissioner (left the meeting at 6:47 p.m.)	Matt Hochstein , Deputy Chief (DC)
David Harris , Commissioner	
Rod Heivilin , Commissioner	
Rick Nye , (newly appointed Commissioner)	
Josh Pratt , Commissioner	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner	
Lisa Wollum , Commissioner (attended via Zoom)	

I. CALL TO ORDER

- Commissioner Fischer introduced Rick Nye as the newly appointed Commissioner for Position #5. Commissioner Nye will serve on both the Shoreline Fire District Board and the RFA Governing Board until the position is filled during the November 2025 general election.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

- **Absent:** None.

IV. PUBLIC COMMENT:

- None.

V. CONSIDERATION AND APPROVAL OF AGENDA

- Discussion of Station 57 Capital Upgrades was added under Old Business.
- Discussion of Board printed packets was added under New Business.
- Discussion of Board Attendance and Communication Protocols was added under New Business.

MOTION: *Commissioner Webster moved, and Commissioner Adman seconded a motion to approve the amended agenda. The motion passed; ten ayes.*

VI. APPROVAL OF PAST MINUTES:

MOTION: *Commissioner Adman moved, and Commissioner Pratt seconded a motion to approve the May 15, 2025, regular meeting minutes. The motion passed; ten ayes.*

VII. CORRESPONDENCE:

- None.

VIII. STANDING AGENDA:

1. Warrants:

**SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET**

First Board Meeting
JUNE 12, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250606001 - 250606034	67,920.90	6/4/25
Vendor Voucher(s)	250611001 - 250611021	241,320.89	6/11/25
Payroll Vouchers	52925A - 52925N	154,440.53	5/28/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,217,198.37	5/27/25
ACH Payment Request - HRA/VEBA	ACH	83,448.69	5/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	108,185.84	5/29/25
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,301.28	5/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	259,916.07	5/29/25
ACH Payment Request - DSHS	ACH	7,716.52	5/29/25
ACH Payment Request - Payroll Taxes	ACH	285,292.14	5/28/25
Payroll Voucher	61625A - 61625D	17,888.08	6/11/25
ACH Payment Request - Payroll Direct Deposit	ACH	119,950.31	6/12/25
Payroll - Taxes	ACH	13,622.27	6/13/25
Dept of Retirement Systems	ACH	20,139.51	6/16/25

\$ 2,623,341.40

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250602001 - 250602008	4,141.22	6/4/25
	250610001 - 250610009	120,358.37	6/11/25
Payroll Vouchers	ALS52925A - ALS52925I	37,567.20	5/28/25
ACH Payment Request - Payroll Direct Deposit	ACH	327,537.73	5/27/25
ACH Payment Request - HRA/VEBA	ACH	22,699.93	5/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	32,506.89	5/29/25
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,771.88	5/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	72,428.84	5/29/25
ACH Payment Request - Payroll Taxes	ACH	82,004.88	5/28/25
Payroll Voucher	ALS61625A - ALS61625D	4,834.49	6/11/25
ACH Payment Request - Payroll Direct Deposit	ACH	77,861.27	6/12/25
Payroll - Taxes	ACH	12,343.91	6/13/25
Dept of Retirement Systems	ACH	13,642.60	6/16/25

\$ 814,699.21

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	250601001	38,798.45	6/4/25

\$ 38,798.45

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)		No Activity	

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250604001 - 250604006	28,481.50	6/4/25
Vendor Voucher(s)	250607001 - 250607003	16,855.98	6/11/25

\$ 45,337.48

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	250605001 - 250605002	15,687.50	6/4/25
Vendor Voucher(s)	250609001 - 250609003	4,460.55	6/11/25

\$ 20,148.05

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)		No Activity	

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250603001 - 250603006	6,401.84	6/4/25
Vendor Voucher(s)	250608001 - 250608003	16,264.33	6/11/25

\$ 22,666.17

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)		No Activity	

\$ -

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION			
Move to accept disbursements in the amount of :		\$ 3,564,990.76	

MOTION: Commissioner Sullivan moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,564,990.76 per the detail above. The motion passed; ten ayes.

2. Commissioners' Report:

- Commissioners Webster and Byers noted that the Shoreline Fire Department's Annual Pancake Breakfast was a success.

- Commissioners Sullivan, Heivilin, Harris, and Fischer attended the Washington Fire Commissioners Association's annual seminar and found the agenda topics informative. Mellisa Drewery, Local Government Public Records Consultant with the Washington State Attorney General's Office, presented on navigating the Public Records Act.
- Commissioner Fischer also attended the Department's Annual Appreciation Picnic and Academy Graduation, commenting positively on both events.
- Commissioner Adman informed the Board of his upcoming role on the Kenmore City Council and reported that he facilitated a meeting between the Department's Fire Marshal and Kenmore's Acting City Manager to support future planning collaboration.

3. Financial Report

- None.

4. Statistics Report:

- None.

5. Strategic Plan Discussion:

- The Department submitted a Request for Qualifications (RFQ) for architectural and engineering services to 75 firms; eight submitted proposals. The Department selected TCA Architecture Planning for the contract. A meeting is scheduled next week to discuss project priorities.
- The Board discussed the relevance of including the strategic plan discussions as a recurring agenda item.

6. District Activity Reports:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan met with Washington State Representative Cindy Ryu to discuss future collaboration on public records and legislative matters.
 - Uniform negotiations are ongoing and nearing completion.
 - Chief Cowan provided a presentation to the Bothell City Council regarding the Interlocal Agreement for executive-level services, highlighting key achievements, lessons learned, and future opportunities. A memorandum of understanding is in development, along with alignment work, involving collective bargaining agreements and policies to jointly address staff scheduling systems using the current program, Vector Solutions.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.

IX. OLD BUSINESS:

• **Website Update:**

- The Department had contracted with Gallatin Public Affairs and Tweed Strategies for strategic communications. There was also an additional contract with Tweed Strategies for website development, which has been terminated. The Department will continue working with Gallatin and will be re-evaluating website needs.
- Commissioner Sullivan noted that the King County Commissioners Association has partnered with Streamline, a company that supports special purpose districts with online compliance, internal operations, and outreach, and recommended considering them as an option.

X. NEW BUSINESS:

• **Station 57 Capital Upgrades:**

- DC Hochstein briefed the Board on current equipment needs at Station 57, including the generator and HVAC system. The existing budget does not fully support the planned upgrades. The Department requested Board approval to expand the budget to upgrade the generator and plan for a future VRF HVAC system.
- The Board agreed to move forward and to include expanded facility discussions in future meetings.

• **Voucher Approval Discussion:**

- Beatriz Goldsmith, Recording Secretary to the Governing Board, discussed updates to the current and future processes for presenting voucher approval sheets to the Board.

• **Surplus Equipment Station 63 Outbuilding:**

- The Department would like to declare the equipment attached, and incorporated by reference for surplus, due to age and mechanical unreliability. It is recommended that the Board of Fire Commissioners approve the surplus and the equipment to be of no benefit to the Department. The Department will attempt to sell this equipment locally if possible and/or through DES in Olympia, WA.

***MOTION:** Commissioner Adman moved, and Commissioner Webster seconded a motion to declare the equipment listed in the attached list and PowerPoint to be of no benefit to the Department, declare the equipment surplus, and authorize the Fire Chief or their designee to dispose of it at their discretion. The motion passed; ten ayes.*

• **Board Printed Packet Discussion:**

- Commissioners discussed the format and use of printed agenda packets and Board laptops.

• **Board Attendance and Communication Protocols:**

- The Board discussed procedures for notifying the Chair, Recording Secretary, Fire Chief, and Board Secretary in advance of planned absences.
- The Board agreed to change Commissioner Wollum's previously recorded unexcused absence at the May 15 meeting to excused.

XI. PROJECTED AGENDA:

- Chair Fischer will attend via Zoom or will have an excused absence on June 26. Vice-Chair Byers will facilitate the meeting.
- DC Hochstein discussed hosting the Departments Promotional Ceremony as a special meeting. The Board agreed to schedule a special meeting for September 11, 2025, at 5:30 p.m. if attendance will be applicable.
- Discussed open house pancake feed future date options.
- The Departments Leadership retreat has been moved to October 27-29.
- Commissioner Fischer may attend via Zoom on July 10.


XII. EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 6:49 p.m.

MOTION: Commissioner Webster moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Governing Board of Commissioners at 6:49 p.m. The motion passed; nine ayes.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Governing Board


Eric Adman, Commissioner

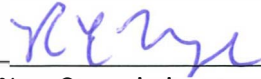

Tyler Byers, Commissioner


Kimberly A. Fischer, Commissioner


David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner



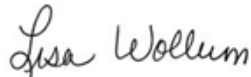
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner